

**STATE OF CALIFORNIA
ENVIRONMENTAL PROTECTION AGENCY**

**California Tire Recycling Management Fund
Fiscal Year 1999/2000 Grants**

WASTE TIRE ENFORCEMENT GRANTS

**PROGRAM INFORMATION
and
APPLICATION INSTRUCTIONS**

Available to California:

**LOCAL ENFORCEMENT AGENCIES,
CITIES, COUNTIES, AND THEIR
SUBDIVISIONS**

California Integrated Waste Management Board
Special Waste Division
8800 Cal Center Drive, MS - 28
Sacramento, CA 95826

Tire Recycling Hotline: (916) 255-2577

January 2000

TABLE OF CONTENTS

	<u>Page</u>
I. PROGRAM DESCRIPTION.....	1
Eligible Projects	1
Applicant Eligibility	2
Grant Term	2
Program Milestones	3
Application Copies	3
II. APPLICATION PROCESS	3
Application Deadline	3
Application Review	3
Grant Scoring Criteria	4
Questions and Answers	4
III. APPLICATION INSTRUCTIONS	4
Application Cover Sheet	4
Program Application	5
Need	5
Objectives	5
Methodology.....	5
Evaluation	6
Budget.....	6
Completeness, Letters of Support, Experience, Etc.....	6
Preference Criteria.....	7
Work Statement	7
Budget Itemization	7
Approved Resolution.....	8
Recycling Program.....	8
Summary of Current and Previous Grant Awards	8
IV. GRANT ADMINISTRATION	9
Payment of Grant Funds	9
Audit Requirements	9
V. APPLICATION SUBMITTAL.....	10
CIWMB location (map)	11
VI. LIST OF EXHIBITS	12
Grant Application—Exhibits A-D	
Exhibit A - Grant Application Cover Sheet (CIWMB 211).....	13
Exhibit B - Work Statement.....	14
Exhibit C - Budget Itemization.....	15
Exhibit D - Summary of Current and Previous Grant Awards.....	16
Sample Documents—Exhibits E-G	
Exhibit E - Sample Resolution.....	17
Exhibit F - Grant Agreement (CIWMB 110).....	18
Exhibit G - Grant Payment Requests (CIWMB 87).....	19

TIRE RECYCLING GRANT PROGRAM
Checklist for Submittal of 1999/2000
Waste Tire Enforcement Grant Application

A complete grant application must include the following information in the listed order:

- ☐ Application printed double sided on 8½ x 11" recycled paper; all pages numbered consecutively; and **an original and 3 copies of entire application package**
- ☐ Grant Application Cover Sheet Exhibit A
- ☐ Program Application Section III
- ☐ Work Statement Exhibit B
- ☐ Budget Itemization Exhibit C
- ☐ Summary of Current and Previous Grant Awards Exhibit D
- ☐ Approved Resolution(s) (Sample Resolution)..... Exhibit E
- ☐ Permits and Licenses (If none required, so indicate)
- ☐ Demonstration of Recycling Program
- ☐ Application stapled in upper left-hand corner

Applications must be received at the Board's office by 3:00 p.m., Friday, March 3, 2000.

California Integrated Waste Management Board
Financial Assistance Branch
Grants Administration Unit - MS 14
8800 Cal Center Drive
Sacramento, CA 95826

Attention: Merci Caputi

Note: Postmarks, e-mails, faxes, and late deliveries will **not** be accepted.

See Page 11 for CIWMB Location Map

TIRE RECYCLING GRANT PROGRAM FY 1999-2000

I. PROGRAM DESCRIPTION

The California Integrated Waste Management Board (Board) through an annual appropriation from the California Tire Recycling Management Fund administers the Tire Recycling Act. The Program began in 1990 and is supported by a \$0.25/tire fee paid by persons buying tires from tire dealers. Grants are awarded for a variety of recycling and clean up efforts.

At its August 24, 1999, meeting the Board allocated \$500,000 to the Waste Tire Enforcement Grant Program for Fiscal Year 1999/2000. Up to \$100,000 per applicant will be available for inspection/compliance and surveillance activities (option 1) and up to \$45,000 per applicant will be available for surveillance activities only (option 2).

ELIGIBLE PROJECTS

Funds are allocated for grants to applicants to perform inspection/compliance and surveillance activities at waste tire facilities (WTF) where applicants can demonstrate sufficient staff resources, technical expertise, and/or experience with similar projects to carry out the proposed program. The following describes the two options available for grant funding.

OPTION # 1 INSPECTION AND COMPLIANCE

The intent of this activity is to develop and implement an effective inspection and compliance program at the local level that includes providing guidance to facility operators, and if necessary, taking the initial enforcement action necessary to remediate threats to the public health and safety, and the environment. Under this activity it will be the responsibility of the Grantee to conduct WTF inspections of those facilities that accept or store more than 500 waste tires at one location. *This activity also includes the surveillance activities described in Option #2.* The Grantees' levels of enforcement are as follows:

Letter of Violation

After conducting a facility inspection and determining non-compliance, a Letter of Violation (LOV) will be issued by the Grantee to the owner/operator advising them of the outstanding violation(s) and requiring a Corrective Action Plan (CAP) indicating how the owner/operator will comply with the applicable standards or provide a remediation plan for the removal of the waste tires.

Warning Letter

If the owner/operator fails to submit a CAP, a Warning Letter will then be issued by the Grantee to the owner/operator allowing an additional few weeks for the owner/operator to submit the CAP.

Referral to the Board for Follow-Up Action

If compliance has not been met after the LOV or Warning Letter process, the Grantee will refer the site to the Board's Tire Permits and Inspection Section. The Board's tire enforcement staff will then proceed with appropriate enforcement actions.

OPTION # 2 SURVEILLANCE

The intent of this activity is to reinforce the tire dealers' and/or auto dismantlers' responsibility to use "registered waste tire haulers" for waste tire removal and to subsequently maintain "waste tire manifests" that document waste tire removal. Under this activity it will be the responsibility of the Grantee to conduct WTF surveys of tire dealers and auto dismantlers that accept or store waste tires on site. In addition to identifying to the Board's Tire Permits and Inspection Section those tire dealers and auto dismantlers that are or are not in compliance with hauler/manifest requirements, the Grantee will also identify and report sites that may be in violation of WTF permit requirements.

The Board's tire enforcement staff will provide survey sheets to be used for information gathering at tire dealers and auto dismantlers. The information gathered by the Grantee will consist of the business name and address, the name of the waste tire hauler, whether or not waste tire manifests are being adequately completed, and the quantity of waste tires stored on site. *This information will be submitted to the Board's tire enforcement staff on a monthly basis.*

APPLICANT ELIGIBILITY

Local Enforcement Agencies and cities and counties with regulatory authority within the city/county government are eligible to apply. Only one application may be submitted by a jurisdiction. Applicants with WTFs in their jurisdiction that accept or store more than 500 waste tires at one location are eligible for inspection/compliance activities (Option #1) and surveillance activities (Option #2) under the Waste Tire Enforcement Grant Program.

Applicants with tire dealers and/or auto dismantlers who accept or store waste tires on site in their jurisdiction are eligible for surveillance activities (Option #2) under the Waste Tire Enforcement Grant Program.

GRANT TERM

The term of the grant is from June 30, 2000 through April 1, 2002.

PROGRAM MILESTONES

February 11, 2000	Question-and-Answer Period--Questions Due
March 3, 2000, 3 PM	Grant application due date and time
May 2000	CIWMB considers/approves awards
June 2000	Staff prepares Grant Agreements
June/July 2000	Grant Agreements executed
July 2000	Grant recipients implement programs
April 1, 2002	Project completion - final report and payment request due

Please note that this is a tentative schedule and subject to change.

APPLICATION COPIES

For additional copies of the application package, you may duplicate the application as needed, or you may contact the Tire Recycling Grant Hotline at (916) 255-2577. The application may also be downloaded from the CIWMB web site: <http://www.ciwmb.ca.gov/Tires/Grants/>.

II. APPLICATION PROCESS

The application process consists of submitting a Tire Grant Application as described in Section III, *Application Instructions*, and includes submission of a project description, completion of the forms attached as Exhibits A–D, demonstration of a recycling program, and submission of the appropriate resolutions or authorizing documents.

APPLICATION DEADLINE

Complete applications must be received by **3:00 p.m. on Friday, March 3, 2000**. Postmarks, faxes, e-mails and late deliveries will not be accepted. Late applications and missing or corrected information received after the deadline will be returned to the applicant and will not be considered. It is the applicant's responsibility to ensure that the CIWMB receives the application with all required information on time.

APPLICATION REVIEW

After the close of the application period, panels composed of CIWMB staff will review and score the grant applications. Proposals will be evaluated based on the criteria described under Section III, *Application Instructions*. Based on the resulting scores, staff will rank the proposals and develop funding recommendations for the CIWMB's consideration during its monthly business meeting in May 2000 (tentative). All applicants will be notified of staff's recommendations by mail. Applicants selected for grant funding will receive instructions to initiate the grant agreement process.

If the CIWMB awards only a portion of an applicant's grant request, CIWMB staff will incorporate any additional conditions or changes in the final grant agreement. Any such changes will be made in consultation with the applicant.

GRANT SCORING CRITERIA

Applications will be evaluated by the General Review Criteria adopted by the CIWMB for all grant programs and by the Preference Criteria adopted by the CIWMB for these tire grants. All proposals will be ranked according to the total number of points received. There are a maximum of 65 points which include both general review and preference criteria points. Proposals must attain a minimum of 28 points out of the 40 possible points in the general review criteria to be eligible for funding. Once the 28 points are attained, the applicant has the opportunity to gain an additional 25 points in preference criteria.

QUESTIONS AND ANSWERS

Questions regarding the substance of this grant application will not be answered verbally. All questions regarding the content or intent of the grant application must be submitted in writing to the grant manager:

David Volden, Grant Manager
California Integrated Waste Management Board
8800 Cal Center Drive-MS 28
Sacramento, California 95826

The envelope should be clearly marked "Questions Relating to the Waste Tire Enforcement Grant." Questions must be received in writing by February 11, 2000. All questions submitted, with written answers, will be provided to those who have requested the grant application. The question and answer sets will not identify who submitted the questions.

III. APPLICATION INSTRUCTIONS

Given the competitive nature of the Tire Recycling Grant Program, satisfactory completion of this section will be critical to the application's overall evaluation. In addition, each application should: (1) present the required information in the order it is requested below; (2) have tabbed dividers separating each component; and (3) have pages numbered consecutively on 8 ½ x 11" paper.

A. APPLICATION COVER SHEET (Exhibit A)

The application cover sheet includes basic information identifying the applicant, the individuals responsible for program implementation, the project, and certification statement.

- The Program Director is the person who has primary responsibility at the local level for the program. "Title" means the official position in the local jurisdiction, e.g. Director of Environmental Health.

- The Primary Contact is the person responsible for carrying out the project's goals and may be the same person as the Program Director. This person must be a local government employee.
- Indicate the State Assembly and Senate district numbers on appropriate lines.
- For Option #1 attach list of waste tire site name and address/location under California Integrated Waste Management Board enforcement and list of tire dealers and/or auto dismantlers name and address/location.
- For Option #2 attach list of tire dealers and/or auto dismantlers name and address/location.
- Indicate the total amount of grant request.
- Fill out certification statement. The person signing the application is the person authorized in the resolution to sign.

B. PROGRAM APPLICATION

The program application includes a narrative description of the proposed project as well as its goals and objectives. The information presented should address the following criteria, which will be used to score the proposals.

1. **NEED** (10 points)-- Grant proposal clearly describes and demonstrates the local or statewide need for the project and the benefits and end products resulting from the project. For example, the proposal:
 - provides convincing reasons why the project should be funded;
 - addresses identified gap in service availability; current unmet need;
 - describes and documents the problem;
 - supports the existence of the problem with surveys, studies; and
 - adequately describes any health and safety threats or environmental concerns
2. **OBJECTIVES** (10 points)-- Work statement and grant narrative are sufficiently detailed to determine that the project:
 - is based on the identified need described in the narrative;
 - describes specific and measurable goals and objectives; and
 - demonstrates that objectives can be achieved within indicated time frame.
3. **METHODOLOGY** (5 points) -- Grant proposal describes by task the activities to be undertaken to achieve the objectives. For example, the proposal
 - describes why the proposed activities are the best way to address the identified need;
 - describes in detail how the objectives will be met with available time and resources;
 - identifies staffing required to carry out the proposed project;
 - describes involvement of cooperating organizations; and
 - presents a specific plan for future funding

To support the methodology, include, at a minimum, the following:

Describe any cooperative efforts regarding implementation of the project with other agencies, private entities or non-profit organizations. Letters of support can be submitted demonstrating the applicant's cooperative efforts.

Provide a *Statement of Qualifications* of management personnel for the project, detailing their qualifications and experience. This element should demonstrate that the applicant has the required experience or knowledge.

4. **EVALUATION** (5 points)-- Grant proposal describes a method to evaluate the success of the project and determine whether objectives were accomplished. For example, the proposal:
 - includes both process and outcome evaluation;
 - describes a method for evaluating and modifying methods during project implementation;
 - states who will be responsible for the evaluation;
 - explains any statistical tests or questionnaires to be used; and
 - describes any evaluation reports to be produced.
5. **BUDGET** (5 points)-- Grant proposal demonstrates that the project is cost effective in relation to the location, source, quality, and quantity of targeted wastes. For example:
 - Budget itemization is sufficiently detailed to determine that proposed expenses are reasonable.
 - Quotes, estimates, or other documentation to support the costs claimed are provided.
 - All program tasks described in the Work Statement and narrative are itemized in the budget.
 - Cost savings are described, e.g., use of volunteer labor, in-kind services, recycling options, use of existing promotional materials, etc.
 - Budget items for miscellaneous, contingency or managerial costs are clearly described and kept to a minimum.
6. **COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.** (5 points) -- Grant proposal is clearly presented and complete as required in the application instructions including adherence to all specified deadlines. Includes evidence that the applicant or its contractor(s) have sufficient staff resources, technical expertise, and experience successfully managing grant programs to carry out the proposed project. For example, the proposal:
 - includes letters of support for the project;
 - addresses ability of the applicant to coordinate contracted activities, if applicable;
 - includes resumes, endorsements, references, etc.; and
 - describes past grants received from CIWMB and relationship to current proposal.

PREFERENCE CRITERIA (2-5 points each)

Specific to the Waste Tire Enforcement Grant Program, applications are eligible for the following preference criteria points.

7. **EVIDENCE OF A GREEN PROCUREMENT POLICY.** (5 Points)--. The policy should require the local agency to use recycled content products or reusable products, or other waste reduction measures where appropriate and feasible.
8. **NUMBER OF TIRE DEALERS IN APPLICANTS JURISDICTION.** (5 Points)-- Attach list of tire dealers name and address/location.
9. **NUMBER OF AUTO DISMANTLERS IN APPLICANTS JURISDICTION.** (5 points)-- Attach list of auto dismantlers name and address/location.
10. **NUMBER OF WASTE TIRE SITES HAVING MORE THAN 100,000 TIRES.** (5 points)-- Attach list of waste tire site name and address/location in applicants jurisdiction containing more than 100,000 tires.
11. **NUMBER OF WASTE TIRE SITES HAVING 10,000-99,000 TIRES.** (3 points)-- Attach list of waste tire sites name and address/location containing this number of tires in applicants jurisdiction.
12. **NUMBER OF WASTE TIRE SITES HAVING 500-9,999 TIRES.** (2 points)-- Attach list of waste tire sites name and address/location containing this number of tires in applicants jurisdiction.

C. WORK STATEMENT (Exhibit B)

The Work Statement summarizes all tasks described in the narrative that are necessary to complete the proposed project and provides a budget for each item. ***The work statement form attached to this document, as Exhibit B may be adapted to each applicant's computer software, or reproduced as necessary.***

D. BUDGET ITEMIZATION (Exhibit C)

Provide a thorough itemization of funds requested (Exhibit C). Applicants are encouraged to indicate what items of the grant request should have funding priority if only a portion of the grant request can be funded. All items described in the narrative project description and work statement must be itemized for each task.

Following are brief descriptions for the information needed to complete the budget itemization:

Personnel Services - Includes salaries, wages, and benefits for personnel who are employed by the grantee and will work directly on the project.

Materials/Supplies - This category encompasses the materials and supplies necessary to accomplish the tasks described in the proposal.

Equipment - Enter the total dollar amount to be expended on equipment and itemize the quantity and purchase price. Provide estimates whenever possible.

Services/Contracts - Includes contracts with transportation and recycling businesses, construction and engineering services, etc.

Other costs - Costs not included in the above categories and not listed as ineligible below.

If the project has more than three (3) tasks, please reproduce the form and fill in the appropriate task numbers.

Ineligible Costs

Overhead expenses such as costs for rental/lease of space, utilities, office supplies and other miscellaneous costs incurred in operating a project.

Costs for obtaining necessary permits and licenses.

Costs of patent searches and obtaining patents.

Any personnel costs not directly related to salaries and benefit

E. APPROVED RESOLUTION

An approved resolution from each applicant's governing body authorizing submittal of the application and identifying the title of the individual authorized to execute any agreement and requests for payment must be submitted with the application package or received separately by **April 21, 2000**. A sample resolution is provided as Exhibit D. Please select your authorized representative carefully **because this will be the only person whose signature will be recognized by the Board.**

F. RECYCLING PROGRAM

Demonstrate the implementation of a recycling program prior to July 1999, for at least three (3) of the following materials: paper, plastic, glass, old corrugated cardboard, aluminum, ferrous metals, newspaper, tires, used oil, and greenwaste. Satisfaction of this requirement could include verification of a city or county curbside or drop-off recycling program.

G. SUMMARY OF CURRENT AND PREVIOUS GRANT AWARDS (Exhibit D)

Please provide the information requested in Exhibit D. If numerous grants have previously been received, list grants awarded for the past 5-year period.

Type of Grant - List current and previous CIWMB tire grants and grants from other funding sources (federal, state) your business or jurisdiction has received. If your business/jurisdiction has never received a grant, enter "none." If a regional program, list all participating jurisdictions.

Source of Grant - List the full name of the awarding agency.

Agreement Number - List the agreement number of your current and previous grants.

Grant Award \$ - List the dollar amount your program was awarded. Do not list what you requested.

Brief Program Description - Give a 1-2-sentence summary of each grant program(s).

Audit - Has this grant ever been audited by the CIWMB or other funding agencies? If yes, give the date and auditing agency.

IV. GRANT ADMINISTRATION

PAYMENT OF GRANT FUNDS

Grant funds are paid on a reimbursement basis for the actual costs directly related to the implementation of the project as approved. Payment will be made only for costs described in the applicants approved Budget Itemization. All payment requests must be prepared as described in the Procedures and Requirements and include an itemization with documentation of claimed expenses (e.g., receipts, invoices, etc.).

AUDIT REQUIREMENTS

The grantee agrees that the CIWMB, the State Controller's Office, the Bureau of State Audits, and the Department of Finance or their designated representatives, for the purposes of reviewing and conducting audit(s), shall have an absolute right of access to review and copy all of the grantee's records pertaining to the Grant Agreement, including, but not limited to the grantee's contractors, subcontractors, vendors, and any entity receiving benefit from the grant funds. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, grantee agrees to include a similar right to the State to audit records and interview staff in any subcontract related to performance of the Grant Agreement. These records pertaining to the Grant Agreement, or any part thereof requested, shall be made available to the designated auditor(s) upon request for the indicated reviews and/or audits. Such records shall be retained for at least three (3) fiscal years after the fiscal year in which the funds were dispersed, or three (3) fiscal years after the fiscal years in which the funds were expended, or until completion of the action and resolution of all issues which may arise as a result of any litigation, claim, negotiation or audit, whichever is later.

V. APPLICATION SUBMITTAL

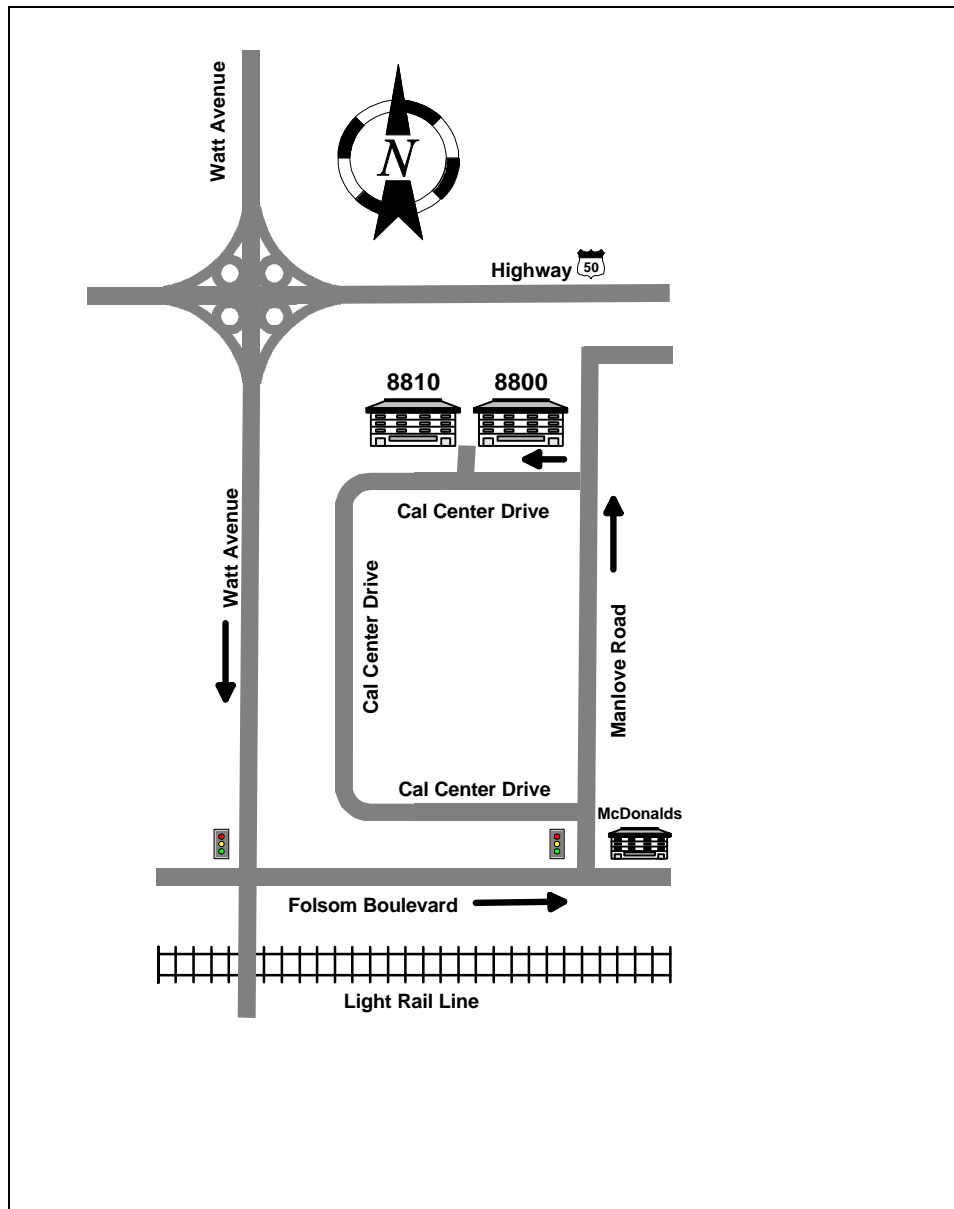
Applicants must submit **one original and three copies** of the application to the Board. Applications must be received at the Board's office by 3:00 p.m., Friday, March 3, 2000. **Late applications will be returned to the applicant and not be considered for grant funding.** It is the applicant's responsibility to ensure that the application is received on time at the Board. Please submit applications to:

**California Integrated Waste Management Board
Financial Assistance Branch
Grants Administration Unit - MS 14
8800 Cal Center Drive
Sacramento, CA 95826

Attention: Merci Caputi**

NOTE: Postmarks, e-mails, faxes, and late deliveries will **not** be accepted.

CIWMB LOCATION MAP



VI. EXHIBITS

<u>Exhibit</u>	<u>Page</u>
Grant Application—Exhibits A-D	
Exhibit A - Grant Application Cover Sheet (CIWMB 211)	13
Exhibit B - Work Statement	14
Exhibit C - Budget Itemization	15
Exhibit D - Summary of Current and Previous Grant Awards.....	16
Sample Documents—E-G	
Do Not Submit Sample Documents	
Exhibit E—Sample Resolution	17
Exhibit F—Grant Agreement (CIWMB 110)	18
Exhibit G-- Grant Payment Request (CIWMB 87)	19

STATE OF CALIFORNIA
CIWMB Form 211 (revised 1/96)

California Tire Recycling Grant Program
Grant Application

APPLICANT INFORMATION		
Applicant		
Mailing Address		
City	County	Zip Code
Primary Contact/Title		
Telephone Number		Fax Number
Legislative District Numbers: Assembly:		Senate:
Federal Tax Identification Number		
Applicant Type:(circle one)		Funding Information:
City	Grant Funds Requested	\$
County	Matching Funds (50% of Total Project Cost)	\$
School District	Total Project Cost	\$
Other _____		

Project Summary (A concise summary: Who; What; When; Where; How, and; Why)

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Certification: I declare, under penalty of perjury, that all information submitted for the CIWMB's consideration for allocation of grant funds is true and accurate to the best of my knowledge and belief.

Applicant - Authorized Signature	Date
Type or print name and title	

TIRE RECYCLING GRANT PROGRAM
Work Statement

Grant Applicant: _____ Project _____
Title: _____

Task #	Task Description	Budget		Product or Results	Staff/Contractor	Time Period
		Grant	Match			

TIRE RECYCLING GRANT PROGRAM

Budget Itemization

Task #	Category	Expenditure Details	Grant Funds	Match Funds	Total Funds
	personnel (# people/rate)	(/) (/)	\$	\$	\$
	personnel (# people/rate)	(/) (/)	\$	\$	\$
	Materials/supplies		\$	\$	\$
	Equipment		\$	\$	\$
	services/contracts		\$	\$	\$
	other costs		\$	\$	\$
	TOTAL		\$	\$	\$
	personnel (# people/rate)	(/) (/)	\$	\$	\$
	personnel (# people/rate)	(/) (/)	\$	\$	\$
	Materials/supplies		\$	\$	\$
	Equipment		\$	\$	\$
	services/contracts		\$	\$	\$
	other costs		\$	\$	\$
	TOTAL		\$	\$	\$
	personnel (# people/rate)	(/) (/)	\$	\$	\$
	personnel (# people/rate)	(/) (/)	\$	\$	\$
	Materials/supplies		\$	\$	\$
	Equipment		\$	\$	\$
	services/contracts		\$	\$	\$
	other costs		\$	\$	\$
	TOTAL		\$	\$	\$
TOTAL GRANT FUNDS			\$		
TOTAL MATCH FUNDS				\$	
TOTAL PROJECT FUNDS					\$

TIRE RECYCLING GRANT PROGRAM
Summary of Current and Previous Grant Awards

Type of Grant	Source of Grant	Agreement Number	Grant Award \$	Brief Program Description (1-2 Sentences)	Audit? (date/agency)

**RESOLUTION AUTHORIZING SUBMITTAL OF WASTE TIRE ENFORCEMENT
GRANT APPLICATION**

(Sample/Please Retype)

WHEREAS, funds are allocated and available from the California Integrated Waste Management Board for grants to solid waste Local Enforcement Agencies (LEA) and cities and counties with regulatory authority within the city and county government to perform enforcement/compliance and/or surveillance activities at waste tire facilities; and

WHEREAS, the applicant demonstrates it has sufficient staff resources, technical expertise, and/or experience with similar projects to carry out the proposed program;

NOW, THEREFORE, be it resolved that the Title of governing body of the local jurisdiction:

Authorizes the submittal of an application to the California Integrated Waste Management Board for a Waste Tire Enforcement Grant. The Title of official, or their designee, is hereby authorized and empowered to execute in the name of Name of jurisdiction all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the application.

The foregoing resolution was passed by the Title of governing body of the local jurisdiction

this _____ day of _____, 20____. Effective _____, 20____.

ATTEST:

Signed:

(Name and Title of official authorized to sign)

Date

SAMPLE ONLY

STATE OF CALIFORNIA - ENVIRONMENTAL PROTECTION AGENCY

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

GRANT AGREEMENT

CIWMB110 (NEW 10/96)

	GRANT NUMBER
NAME OF GRANT PROGRAM	
GRANT RECIPIENT'S NAME	
TAXPAYER'S FEDERAL EMPLOYER IDENTIFICATION NUMBER	TOTAL GRANT AMOUNT NOT TO EXCEED
TERM OF GRANT AGREEMENT	
FROM:	TO:

THIS AGREEMENT is made and entered into on this _____ day of _____, 20____, by the State of California, acting through the Executive Director of the California Integrated Waste Management Board (the "State") and _____ (the "Grantee"). The State and the Grantee, in mutual consideration of the promises made herein, agree as follows:

The Grantee agrees to perform the work described in the Work Statement attached hereto as Section 4 according to the Budget attached hereto as Section 5.

The Grantee further agrees to abide by the provisions of the following exhibits attached hereto:

- Section 1 - Terms and Conditions
- Section 2 - Administrative Procedures and Requirements
- Section 3- Project Completion Schedule

Sections 1-5, attached hereto, and the Board approved grant application, are incorporated by reference herein and made a part hereof.

The State agrees to fund work done by the Grantee in accordance with this Agreement up to the Total Grant Amount Not to Exceed specified herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the dates entered below.

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD		GRANTEE'S NAME (PRINT OR TYPE)	
SIGNATURE		GRANTEE'S SIGNATURE	
Ralph E. Chandler, Executive Director	DATE	TITLE (Authorized representative)	DATE
		GRANTEE'S ADDRESS (INCLUDE STREET, CITY, STATE AND ZIP CODE)	
CERTIFICATION OF FUNDING			
AMOUNT ENCUMBERED BY THIS AGREEMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE
	(OPTIONAL USE)		
PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT	ITEM	CHAPTER	STATUTE
TOTAL AMOUNT ENCUMBERED TO DATE	FISCAL YEAR		
OBJECT OF EXPENDITURE (CODE AND TITLE)			
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER		DATE	

STATE OF CALIFORNIA
GRANT PAYMENT REQUEST
CIWMB 87 (rev. 12/95)

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

SEE INSTRUCTIONS ON BACK

1. GRANTEE'S NAME (AS APPEARS ON GRANT AGREEMENT) <input type="checkbox"/> REIMBURSEMENT <input type="checkbox"/> ADVANCE <input type="checkbox"/> FINAL	2. GRANTEE'S INVOICE NUMBER	3. GRANT NUMBER ASSIGNED BY CIWMB
4. TYPE OF PAYMENT (Attach itemization and documentation) \$	5. PAYMENT REQUEST NUMBER	6. AMOUNT REQUESTED
7. SEND WARRANT TO: AGENCY / BUSINESS NAME		
AGENCY / BUSINESS CONTACT		
AGENCY / BUSINESS MAILING ADDRESS (INCLUDE STREET, CITY, STATE, ZIP CODE)		

CERTIFICATION

8. I certify that the above information is correct and that all funds received have been or will be expended in accordance with the approved agreement for California Integrated Waste Management Board grant funding.

NAME OF PERSON SIGNING AND TITLE (TYPE OR PRINT)	
--------------------------------------------------	--

TO BE COMPLETED BY CIWMB STAFF ONLY	
9. AMOUNT OF PAYMENT REQUESTED	\$
10. LESS WITHHOLD (IF APPLICABLE AND AUTHORIZED IN GRANT AGREEMENT)	\$
11. OTHER	\$
	\$
	\$
12. AMOUNT AUTHORIZED FOR PAYMENT	\$
13. COMMENTS	14. DATE RECEIVED
15. CIWMB PROJECT MANAGER APPROVAL —	DATE APPROVED

INSTRUCTIONS FOR COMPLETING FORM

1. **GRANTEE'S NAME:** Agency or business name as it appears on the grant agreement.
2. **GRANTEE'S INVOICE NUMBER:** Number assigned to payment request form by the Grantee (optional).
3. **GRANT NUMBER ASSIGNED BY CIWMB:** Grant contract number assigned by the CIWMB as it appears on the top right hand corner of the grant agreement.
4. **TYPE OF PAYMENT:** Check "reimbursement" if this is a regular payment request; check "advance" only if advance payment request is accompanied by a letter justifying the request (the advance payment request must be approved by the CIWMB Program Manager); check "final" when all tasks have been completed.
5. **PAYMENT REQUEST NUMBER:** Begin with the number 1 on your first request for funds and number all subsequent requests consecutively.
6. **AMOUNT REQUESTED:** Amount that is being requested for payment.
7. **SEND WARRANT TO:** Agency or business name as it appears on the grant agreement. Subsequent lines are for the contact person's name and mailing address.
8. **CERTIFICATION:** Signature of the person authorized in the Resolution/Letter of Authorization included with the Grantee's application. Please also type or print this person's name, title and date of signature.

Please mail this form with supporting documents (if applicable) to:

**California Integrated Waste Management Board
Attention: (CIWMB Program Manager)
8800 Cal Center Drive
Sacramento CA 95826**

The following items will be completed by CIWMB staff:

AMOUNT OF PAYMENT REQUESTED: Amount of this payment request.

LESS WITHHOLD: Withhold amount authorized in the grant agreement. The CIWMB Project Manager will calculate any withhold based on the amount of the payment.

OTHER: Miscellaneous additions or deductions as determined by the CIWMB Project Manager.

AMOUNT AUTHORIZED FOR PAYMENT: Amount authorized by the CIWMB Project Manager for reimbursement on this payment request.

COMMENTS: CIWMB Project Manager's explanation of the miscellaneous additions or deductions of this payment request, as well as other comments related to this payment request.

DATE RECEIVED: Date payment request received by the CIWMB.

CIWMB PROJECT MANAGER APPROVAL: Signature and date of the CIWMB Project Manager's approval of this payment request.

CIWMB GRANT PROGRAM MANAGER APPROVAL: Signature and date of the CIWMB Grant Program Manager's approval of this payment request.